



**Policy:** 2005  
**Procedure:** 2005.02  
**Chapter:** Human Resources  
**Rule:** Class A and Battle Dress  
**Uniform: Uniform and Grooming Standards**

**Effective:** 7/10/08  
**Replaces:** 2005.02  
**Dated:** 08/21/02

### **Purpose:**

All Arizona Department of Juvenile Corrections (ADJC) Officers wearing Class A or Battle Dress Uniforms (BDUs) shall maintain the highest standards of personal hygiene, grooming, and neatness while wearing an identifiable ADJC uniform. Employees shall use discretion in their activities when wearing an ADJC uniform on or off duty. Employees are prohibited from gambling, or purchasing and/or drinking alcohol while in any recognizable portion of the Class A or Battle Dress uniform.

### **Rules:**

1. **ALL EMPLOYEES ASSIGNED TO WEAR CLASS A OR BATTLE DRESS UNIFORMS** shall follow the general uniform and dress requirements detailed below:
  - a. Uniforms shall be clean, pressed, well fitted, in good condition, with no stains or patched areas;
  - b. Uniforms shall fit properly, without undue bagginess or tightness. Buttons shall be kept buttoned, with no unsightly bulging or strain at the buttonholes;
  - c. Accoutrements shall be kept shined;
  - d. Shoes and boots shall be kept shined;
  - e. Only regulation uniforms shall be worn.
2. **Hair and Facial Hair:**
  - a. **MALE OFFICERS** shall adhere to the following grooming standards:
    - i. Hair may be worn in contemporary styles but no longer than the top of the shirt collar at the back of the neck when standing with normal head posture;
    - ii. Hair may be colored in natural shades only;
    - iii. Hair shall be neatly tapered or blocked at the back of the neck and shall be kept clean and combed or brushed;
    - iv. Hair shall not extend more than one and one-half inches in length on the side of the head;
    - v. Hair shall be neatly shaped to the head;
    - vi. Sideburns shall be no more than one inch wide at the widest point and shall not exceed a length of one-half inch;
    - vii. Mustaches are permitted but mustache hair on the upper lip shall not extend more than one-quarter inch beyond the corners of the mouth (width) and individual hairs shall be trimmed to one half inch or less;
    - viii. Beards are not permitted unless the employee submits a written statement from a medical doctor that excuses the officer from shaving. In the event a uniformed employee is unable to shave for medical reasons:
      - (1) **HE** shall submit a written request for a temporary waiver (together with supporting medical documentation) to the Facility Superintendent;
      - (2) The **FACILITY SUPERINTENDENT** shall re-evaluate the medical waiver with supporting documentation every six months.
  - b. **FEMALE OFFICERS** shall adhere to the following grooming standards:
    - i. Hair length for female officers on duty shall not exceed shoulder length at maximum. When engaging or working with juveniles hair shall be pulled back or otherwise secured in a pony tail, braid, bun, or rolled up on the back of the head;
    - ii. Wigs may be worn to comply with the prescribed hair styles;

- iii. In the event a uniformed employee is unable to shave or cut his/her hair for religious or ethnic beliefs or observances, the **EMPLOYEE** may submit a written request for a waiver to the Chief Administrator of Safe Schools.

**3. Class A Uniform Specifications:**

- a. **Shirt:** Command, Flying Cross or like brand; Silver tan; long or short sleeves; wash and wear, or tropical worsted material; with a badge tab above the left pocket or in accordance with State contract.
  - i. **PREGNANT FEMALE OFFICERS** may wear civilian clothing that is in compliance with the non-uniformed employees dress code if not required to wear the uniform;
  - ii. **CLASS A UNIFORMED YCOIs AND YCOIIs** may wear their collar open all year-round unless otherwise directed by their supervisor. If they wear a T-shirt with the open collar, it must be white;
  - iii. **CLASS A UNIFORMED SUPERVISORS** may wear the collar open from May 1st through September 30th;
  - iv. During winter months, a turtleneck shirt, mock turtleneck, or dickie may be worn underneath an open-collared uniform shirt. The turtleneck/dickie must be navy blue or black and designed for uniform wear. No part of the turtleneck or dickie may extend outside the wearer's uniform except the collar. The letters ADJC may be embroidered on the left side of the neck. The letters are to be one half inch wide, block style.
- b. **Tie:** Black, clip-on or breakaway style, of a material similar to the shirt; two and one half to three and a half inches wide, long enough to reach the top of the belt buckle when standing. A plain tie bar of either silver or gold color is permitted, silver for Sergeants and below, gold for Lieutenants and above. The agency pin may be worn in place of the tie bar or on the flap of the right shirt pocket. The necktie is an optional item of wear except as defined below:
  - i. **OFFICERS** shall wear the necktie for all formal occasions, administrative meetings, seminars, and training sessions;
  - ii. Officers shall wear a necktie on special occasions as defined by their manager.
- c. **Trousers:**
  - i. For Class A uniforms: Navy blue; polyester or polyester/cotton blends; permanent press or tropical worsted; quarter-top pockets; straight leg styling or in accordance with State contract;
  - ii. For Battle Dress Uniform (BDU): Cargo style pants, navy blue, polyester or polyester/cotton blends; permanent press; styling in accordance with State contract.
- d. **Jacket:** Navy blue; Tuffy or Horace small style; epaulets; badge sling; sport collar or fur collar;
- e. **Cap** (optional): Navy blue; solid front; mesh or solid back with ADJC insignia on the front; A navy blue watch cap can be substituted for the cap in colder weather;
- f. **Belt:** Black leather, basket weave, standard pants width;
- g. **Belt Buckle:** Silver color for YCO I, II, and Sergeant, gold color for Lieutenant and above; standard hook and eye style;
- h. **Shoes/Boots:** Authorized footwear includes plain black leather low quarter shoes, patrol boots, athletic style shoes, corfam or patent leather, plain toe style;
- i. **Socks:** Black if worn with low quarter shoes;
- j. **Hat:** Optional, campaign style, navy blue, silver acorn band for YCOs and Sergeants and gold acorn band for Lieutenants and above. Hat badge required is the Blackington style B720 (two-toned silver/gold), with the word "JUVENILE" on the top panel, the word "CORRECTIONS" on the bottom panel.

**4. Accoutrement specifications:**

- a. **Name Tag:** A **CLASS A OR BDU UNIFORMED OFFICER** shall wear a metal name tag with black block lettering centered above the right breast pocket with the officer's first initial and last name. YCO's and Sergeant's metal name tag is silver colored. Lieutenants and above is gold colored;
- b. **Rank Insignia:** Worn on shirt collars (left and right) parallel to and three quarters of an inch from the front edge, centered between the neckline and the center edge of the collar;
  - i. YCO I: No insignia;
  - ii. YCO II: Double chevron, silver colored;
  - iii. Sergeant: Triple chevron, silver/blue colored. The chevron may be sewn and centered on both shoulders of the sleeves and jacket at the officer's expense;
  - iv. Lieutenant: Single, gold-colored bar;
  - v. Captain: Double, gold-colored bars;
  - vi. Sewn-on rank insignia of the appropriate rank and color may be worn on the jacket centered on the shoulder.
- c. **Badge: OFFICERS** shall wear the ADJC badge above the left breast pocket of the shirt or jacket and must ensure it is visible at all times while on duty:
  - i. The badge for Sergeants and below is silver colored; and
  - ii. The badge for Lieutenants and above is gold colored.
- d. **Department Insignia Patch: OFFICERS** shall wear the ADJC insignia on both arms of the shirt and jacket and centered on both shoulders.
  - i. **OFFICERS** may wear:
    - (1) Pins awarded for valor, meritorious service, and lifesaving on the left shirt pocket flap at the top seam.
    - (2) Length of service pins centered on the flap of the right pocket or as a tie pin;
    - (3) An American flag pin above the left shirt pocket flap above the seam;
  - ii. **EMERGENCY RESPONSE TEAM (ERT) MEMBERS** may wear the approved ERT pin above the right shirt pocket flap above the seam;
  - iii. **SPECIAL CEREMONIES UNIT (SCU) TEAM MEMBERS** may wear the "cross sabers" insignia/pin on the left pocket flap below the seam;
  - iv. **OFFICERS** shall wear the ADJC orange arrowhead pin centered on the flap of the left breast pocket.

**5. Approved Accessories for uniformed employees:**

- a. **Ear rings and body piercing rings:**
  - i. **FEMALES OFFICERS** may:
    - (1) Wear up to two (2) post or stud earrings in each ear if they are small, are worn no higher than the middle of the ear, and do not present a potential hazard when dealing with juveniles.
    - (2) Not wear hoop earrings.
  - ii. **MALE OFFICERS** shall not wear earrings while in uniform.
  - iii. **OFFICERS** shall not wear any other type of body-piercing ring.
- b. **Sunglasses:**
  - i. **OFFICERS** may wear conventional sunglasses but may not wear mirrored or reflective sunglasses.
- c. **Duty or utility belts:**
  - i. **OFFICERS** may purchase their own duty or utility belt. The belt may be leather or nylon, black, plain or basket weave;
- d. **Jewelry:**
  - i. **OFFICERS** may wear small, unobtrusive, jewelry items, i.e., small rings, watches, small bracelets, or other items that will not interfere or cause injury during a physical altercation.

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- (1) **EMPLOYEES** who wear very expensive personal jewelry, watches, or similar items on duty do so at his/her own risk. **ADJC** does not cover replacement costs of very expensive items damaged in the line of duty; e.g., \$300 watches in accordance with Procedure 2101.34 Reimbursement for Lost or Damaged Employee Personal Property.
6. **ERT MEMBERS** may wear clothing or uniforms on a call-out or during training sessions as identified by the ERT Commander.
7. **SHIFT SUPERVISORS** shall:
- Hold a formal uniform inspection at the start of each shift;
  - Identify any officers found to be out of compliance;
  - Send any officers found to be out of compliance home without pay to correct the deficiency and return immediately;
  - Take appropriate disciplinary action for failure to meet uniform standards.

**Effective Date**

7/10/08

**Approved by**

Michael D. Branham, Director